



# Motor Vehicle Clerk

## Yellowstone County

### Equal Opportunity Employer

### 3 Positions Available-

### 2 in courthouse, 1 at MetraPark



*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

Posting Date: January 7, 2022

Department: Motor Vehicle

Salary: \$13.82 per hour

Grade: C

Hours: Monday - Friday 8:00 AM-5:00 PM courthouse  
Monday - Friday 6:30 AM-3:30 PM MetraPark

FLSA: Non-Exempt

**Accepting applications until filled.**

#### **FUNCTION:**

Greets and assists customers at the counter in completing transactions to obtain motor vehicle titles and processes Motor Vehicle Department transactions.

#### **MINIMUM QUALIFICATIONS:**

- Graduation from high school or GED; **and**
- One (1) years' experience in the performance of secretarial duties, including visitor reception tasks and the maintenance of records and files ; **or**
- Any equivalent combination of experience and training.

#### **SELECTION PROCESS MAY INCLUDE:**

- Background checks are required prior to granting access to Motor Vehicle Division system.
- Applicant must pass a background check, which will include, at a minimum, both a finger print-based, multi-state criminal background check and a National Sexual Offender Registry check.

#### **CERTIFICATIONS:**

- Notary Public licensed by the State of Montana, if appropriate.

***Job description available upon request.***

#### **TO APPLY:**

**Submit applications for first review by 5:00 pm on December 29, 2021;**

- 1. County Application**
- 2. Names, addresses and phone numbers of three (3) employment-related references**
- 3. Resume**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Apply online or download application at [www.yellowstonecountymt.gov](http://www.yellowstonecountymt.gov) Be sure to include your resume.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.